

# Bolivia Invoicing Requirements

## Bolivia Invoicing Requirements

### Guideline

Ericsson only make payments against valid invoices in accordance with the below stated terms and conditions unless a deviation from this process has been agreed between Ericsson and the Supplier (e.g. ERS).

Not complying with the conditions below may result in a delay of payment or rejection of invoice.

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

#### 1 Supplier Information

- Supplier Name
- Supplier Address
- RUC, RFC or VAT number.
- Supplier's telephone number, contact person and email address.
- N.B. for One-Time-Vendors: Bank details must be mentioned on the surface of the invoice. Additionally, the following supporting documents should be submitted:
  - Bank details notice directly from the bank (using bank letterhead)
  - Email from supplier stating their bank details. Email address must contain the supplier's company domain.

#### 2 Ericsson Information

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)



### Legal Entities information:

Ericsson entity	VAT/GST Registration Number	Registered Office
ERICSSON DE BOLIVIA TELECOMUNICACIONES S.A.	1028281023	Los Gomeros N° 111 Street, La Suisse Building, 1 floor, office 4, Sirari, Santa Cruz – Bolivia

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's RUC / VAT/GST registration number in case of intra-community supplies/services

### 3 Content Information

- The word INVOICE or CREDIT / DEBIT NOTE
- The number of the Authorization (must be unique) for Local Companys. For Companies from other Countries the number of the invoice must be unique).
- Invoice must include payment terms
- Invoice date (please specify the format used) dd/mm/yyyy
- Purchase order number .
- Currency, must be the same currency as stated in the Purchase Order
- Total amount that must be paid. If it is in Local Currency Peso Boliviano BOB (Detail in number and letters), in the case the amount is in (USD), the invoice must be indicating the amount of the service in USD and the official exchange of currency to sale local currency for transaction in foreign currency.
- Specification of the goods and services delivered or provided. The quantity of the items and the description of the purchase order must match what is stated on the invoice.
- Total net amount
- If several withholdings and taxes are applied (VAT, withholding taxes), the tax rate will be specified for each taxable amount. For local invoice the amount must be 13%, must be placed as follows (87% +13%= 100%).
- The invoice that will be apply the withholding tax IUBE must be indicate the 12,5% must be placed as follows (87,5% + 12,5%= 100%).
- In the case of credit notes, the invoice number that is applied for must be specified (a credit note per invoice)



## 4 Invoice Submission Information

### PDF Solution

All invoices are processed digitally before physical invoice submission.

Ericsson entity	Email address
ERICSSON DE BOLIVIA TELECOMUNICACIONES S.A.	<a href="mailto:invoice.for.ebb@ericsson.com">invoice.for.ebb@ericsson.com</a>

### Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
ERICSSON DE BOLIVIA TELECOMUNICACIONES S.A.	Los Gomereros N° 111 Street, La Suisse Building, 1 floor, office 4, Sirari, Santa Cruz, Bolivia.

### Note:

Invoice reception is on Fridays from 09:00 am to 12:30 pm.

- Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.

## 5 Payment Procedure for Suppliers

### Electronic Fund Transfer

- Ericsson legal entity will pay invoices to all suppliers through electronic payment method.



## WHT certificates

- Tax withheld certificates will be issued by Servicio de Impuestos Nacionales (SIN) within 30 days from the end of the month, for foreign suppliers
- Withholding tax certificate will be issued in soft copy and emailed to the address mentioned in vendor's master data.
- For non-receipt of withholding tax certificate, send email to [ebb-wht-certificate-support@ericsson.com](mailto:ebb-wht-certificate-support@ericsson.com) and it should be provided to you within 5 business days
- For any other issue related to withholding tax deduction, please follow the process stated in Section 7

## 6 Taulia Information

### Taulia self-service

Taulia self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7\*24). Login to the Invoice and Procurement Collaboration portal (IPCP) - [eu-portal.taulia.com](http://eu-portal.taulia.com), to check:

- acceptance/rejection of your invoices (post 5-7 days of submission)
- status of your invoices & their due date
- status of Purchase Orders
- status of payment and remittance

Reach out to your Ericsson representative for enrollment and further information, or enroll directly by visiting- [Ericsson Purchase to Pay Services Support](#) and raising a ticket under **Ad-hoc queries**.

You will soon receive an invitation from Taulia to register. After completing your enrollment, you will have access to the Self-Service capabilities, and visibility of the status of all your procurement transactions with Ericsson.



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## Ericsson Purchase to Pay Services Support

If you need professional assistance regarding invoicing requirements, please contact [Ericsson Purchase to Pay Services Support](#) by completing a Support Request Template ( click on the Support Request Template links that best fits your needs and fill out details of your request.

If the request was not resolved to your satisfaction or you experience a delay in resolution, you can ask us to investigate by escalating the request ID to [ptp.incident.management@ericsson.com](mailto:ptp.incident.management@ericsson.com). We will review the case and help you obtain the correct resolution.